

DD/A Registry
File 04M

DDA 77-2465

2 May 1977

MEMORANDUM FOR: Executive Officer of Each DDA Office

FROM:

[REDACTED]
Executive Officer, DDA

SUBJECT: Preparation of Correspondence

REFERENCE: ES-77/4, dated 17 March 1977

1. Referenced memorandum, written by Mr. Ben Evans, provided information on how correspondence and memoranda are to be submitted for the Director's signature. In order to provide some consistency, particularly as it concerns memoranda, it has been decided that memoranda prepared for the signature of the DDA follow the format used by the DCI.

2. Emphasis is placed on the fact that we are concerned here only with memoranda. Letters prepared for Mr. Blake's signature will follow the format that has been used in the past.

3. It will not be necessary to forward correspondence or memoranda for Mr. Blake's signature in folders as has been requested in reference for the DCI.

4. Executive Registry requests that the original of the reference documents be forwarded with correspondence to the DCI or DDCI; copies of these references must also be attached to the info copies for the DDCI and ER.

5. It should be noted that memoranda and correspondence prepared for the signature of the DDCI does not follow referenced format and should continue to be done as in the past and without folders.

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